

Effective 9/21/03

EMPLOYEE CHANGE OF HOURS/CHANGE DAYS WORKED IN WEEK

Employee Name: Elisabeth O'Brien Today's Date: 8/1/19/03

Employee ID# 118092 Division Dry Lab Effective Date: 9/22/03

Supervisor Approval: Devin McEntee 8/19/03

Bureau/Division Approval:

HR Director / Budget:

ENTER NEW SCHEDULE

| SUNDAY          | MONDAY  | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | Total Weekly Hours |
|-----------------|---------|---------|-----------|----------|--------|----------|--------------------|
| Scheduled Hours | 7-4 3/4 | 7-2     | 7-4 3/4   | 7-2      | 7-2    |          |                    |
| Total for day   | 9.0     | 6.5     | 9.0       | 6.5      | 6.5    |          | 37.5               |

Increase:

18.75

Decrease:

Entered By: C. manusca

Date: 9/14/03